

# ACHIEVING CHAP ACCREDITATION & CERTIFICATION - CALIFORNIA



1. **Accreditation Agreement**
2. **Licensure & Site Visit Preparation**
3. **On-Site Survey and Review**
4. **Licensure Accreditation Determination**
5. **Comprehensive Site Visit Preparation**
6. **Comprehensive On-Site Survey and Review**
7. **Full Accreditation Determination**

We know the better the accreditation process, the more quickly you can continue the level of care that's so important to your mission. We strive to minimize the disruption to your business and streamline the time commitment so you can focus on what matters most.

Use these 4 Steps of CHAP Accreditation to better understand and navigate CHAP's accreditation process.

Please contact CHAP @202.862.3413 Press "2" or email us: [info@chapinc.org](mailto:info@chapinc.org)

## ACCREDITATION AGREEMENT

### Step 1

**STEPS:**

- Go to [chapinc.org](http://chapinc.org) and click "Apply Now" from the home screen. Please have the following available:
  - Employer ID Number (EIN)
  - National Provider (NPI)
- Execute contract and pay fees.

## LICENSURE & SITE VISIT PREPARATION

### Step 2

**STEPS:**

- Executed Contract.
- Submit CDPH licensure application acceptance letter to your CHAP Accreditation Specialist
- Submit Readiness into CHAPLinQ.
- Participate in introductory call with your CHAP Accreditation Specialist.
  - Walk through CHAPLinQ.
  - Download standards.
  - Download optional readiness tools.
  - Prepare for Site Visit.
  - Indicate Readiness.
  - Participate in Readiness Call.
  - Engage with Director of Accreditation as needed.
  - CHAP schedules an announced visit.

## Step 3

**ON-SITE SURVEY & REVIEW****STEPS:**

- Participate in announced Licensure Site Visit.
- Complete required corrections if needed.
- Board of Review evaluation of the Site Visit and Plan of Correction as needed.

## Step 4

**LICENSURE ACCREDITATION DETERMINATION****STEPS:**

- CHAP Board of Review renders accreditation decision.
- Receive one-year licensure accreditation.
- Pursue ongoing adherence to Standards of Excellence.

## Step 5

**COMPREHENSIVE SITE VISIT PREPARATION****STEPS:**

- Provide CHAP Accreditation Specialist with license.
- Participate in readiness call with your CHAP Accreditation Specialist.
  - Walk through CHAPLinQ.
  - Download standards.
  - Download optional readiness tools.
  - Prepare for Site Visit.
  - Indicate Readiness.
  - Participate in Readiness Call.
  - Engage with Director of Accreditation as needed.
  - CHAP schedules an announced visit. \*For Medicare visits its unannounced\*

Step 6	<b>COMPREHENSIVE ON-SITE SURVEY &amp; REVIEW</b>
	<p><b>STEPS:</b></p> <ul style="list-style-type: none"> <li>• Submit Readiness into CHAPLinQ.</li> <li>• Participate in comprehensive Site Visit.</li> <li>• Complete required corrections if needed.</li> <li>• Board of Review evaluation of the Site Visit and Plan of Correction as needed.</li> </ul>

SITE VISIT READINESS REQUIREMENTS BY SERVICE LINE   STEP 2			
Service Line	Required Documents	Required Census	Deemed Requirements Initial without CCN
Home Health	Copy of state license(s), if required by state	10 skilled patients served At least 7 skilled patients active at time of site visit	Copy of 855A approval letter
Hospice	Copy of state license(s), if required by state	5 served 3 active at time of site visit	Copy of 855A approval letter

Step 7	<b>FULL ACCREDITATION DETERMINATION</b>
	<p><b>STEPS:</b></p> <ul style="list-style-type: none"> <li>• CHAP Board of Review accreditation decision.</li> <li>• Receive three-year full accreditation.</li> <li>• Access CHAP Media Kit</li> <li>• Pursue ongoing adherence to Standards of Excellence.</li> </ul>

<p><b>RENEWAL APPLICATION</b></p> <p>In order to maintain your CHAP Accreditation/ Certification, you must renew every three years. Timely renewal ensures there is no lapse in accreditation/certification dates for possible license, contract or payer accreditation/certification requirements.</p>	<p><b>REQUIREMENTS</b></p> <p>You can initiate your renewal by application as soon as 12 months prior to expiration.</p>
<p><b>FOR ANY QUESTIONS, please contact CHAP @202.862.3413 Press “2” or email us: <a href="mailto:info@chapinc.org">info@chapinc.org</a></b></p>	